

City of Chattanooga, TN
Personnel Class Specification

Class code 1402

FLSA: Non-Exempt

CLASSIFICATION TITLE: ACCOUNTING TECHNICIAN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform routine bookkeeping functions involving accounts payable, accounts receivable, budget development, and maintenance of records in support of departmental, divisional, or Financial Department operations. Work also involves providing clerical and secretarial support at Divisional Administrative level.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Processes a variety of documentation associated with department operations, within designated timeframes and per established procedures.

Provides bookkeeping and administrative support to accountants and/or departmental financial staff regarding budget development and analysis; maintains files on activity of assigned accounts; assists in monitoring expenditures; assists in the preparation of financial reports; creates computer spreadsheets to track expenses, collections, balances, and other data.

Processes documentation pertaining to accounts payable; receives and reviews invoices and billing statements; compares invoices/statements against departmental records to verify accuracy of information and amounts; reviews accuracy of coding by personnel for specific billings, invoices, vouchers, and reports; verifies availability of budgeted funds to cover invoices/bills; prepares invoices/bills for processing by Finance Department.

Maintains contact with vendors to update vendor information; contacts vendors to resolve discrepancies involving amounts, timing, billings, payments, or related issues.

Initiates purchase vouchers, warrant vouchers, purchase orders, and collection reports and submits to appropriate department for payment; ensures accuracy of coding, data input, and budget limitations.

Processes documentation pertaining to accounts receivable; receives, verifies, and/or reports revenues collected; counts, balances, and totals all monies and verifies against receipts.

Processes documentation pertaining to payroll; calculates, prepares, reviews, adjusts, and processes payroll, payroll reports, and related data using computerized payroll system; prints timesheets; processes and maintains employee data and records; maintains leave and personnel records.

Monitors special project grants; monitors accounting/procurement processes for accuracy and compliance with grant requirements.

Prepares specialized required reports as required; reviews reports for accuracy and completeness; distributes reports to appropriate individuals or agencies.

Provides administrative support for the assigned department; types, proofreads, copies, prints, files, posts, logs, and/or transmits documents via mail, fax, or e-mail distribution; assists in processing new services/projects, cancellations of services/projects, inspections, or other department functions.

Prepares or completes various forms, reports, correspondence, lists, purchase voucher reports, warrant voucher reports, collection reports, payroll reports, facility rental reports, or other documents.

Receives various forms, reports, correspondence, lists, receipts, applications, tests, licenses, permits, tickets, violations, citations, specifications, certifications, work orders, time cards, attendance records, purchase vouchers, purchase orders, warrant vouchers, invoices, statements, budget reports, account balance reports, collection reports, payroll reports, chart of accounts, accounting principles, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; performs computer inquiries on accounting system; utilizes word processing, spreadsheet, database, financial/accounting system, payroll system, e-mail, or other software programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Maintains departmental databases; enters data for specialized electronic management work order software system; produces various customized reports using database of specific maintenance tasks, locations, costs, and inventories in work order management system.

Assists in monitoring department's inventory of equipment, supplies, forms, or other materials; ensures availability of adequate materials to conduct work activities; initiates requisitions for new/replacement items.

Maintains department reports, ledgers, logs, files and records; prepares and sets up files; reviews, sorts and organizes documents to be filed; files documents in designated order; retrieves/replaces files; disposes of obsolete documentation;

ensures retention of financial records in accordance with established laws/policies governing records retention.

Communicates with director, department managers, employees, other departments, city officials, banking personnel, vendors, state/federal agencies, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, sorting/distributing incoming mail/faxes, or processing outgoing mail.

Provides assistance or backup coverage for other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) year previous experience and/or training involving bookkeeping, accounting, financial reporting, accounts payable, accounts receivable, office administration, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: May, 2000